



City of Hermosa Beach
1315 Valley Drive, Hermosa Beach, CA 90254
310.318-0203 - Fax 310.372-6186
Email: labbott@hermosabch.org



Received By: CC-
Referred To: Fin
Date Referred: 1/24/17

Public Records Request

The City of Hermosa Beach encourages public participation in the governing process and provides reasonable accessibility to all public records except those documents which are exempt from disclosure by express provisions of law or considered confidential or privileged under the law. The City is under no obligation to respond to requests which are not focused or specific. The City may withhold documents which are exempt from disclosure under state or federal law, including the attorney—client privilege or any other applicable privilege. The City, in accordance with Government Code Section 6253(b), has ten (10) days to respond to any request for public documents by indicating whether or not the documents exist and will be made available. Actual production of the documents may take somewhat longer depending upon their ease of availability and staff workload. To assist us in providing a timely response to your request, please fill out the form below and indicate the specific record/document you wish to review.

Name (please print): <u>Darren Council</u>		Email: <u>dcouncil@edgepoint.biz</u>
Address:		Phone:
City:		Fax:

Record or Document Requested:

To assist the City with your request, please identify each requested record/document separately. Please be as specific as possible. Non specific inquiries may cause responses to be delayed or may prove to be burdensome and therefore the City may not be able to respond. (Additional sheets may be used) **Submit all requests to the City Clerk's Office.**

See attached

Photocopies are \$0.10 per page (Mailing fee, if applicable is \$3.00 plus postage). Fees must be paid before records are released.

I agree to pay all applicable fees and charges per the City Council Resolution of Fees for any copies I request of the above mentioned document. *Accepted method of payment:* Cash or check. Credit card accepted in person only.

Signature _____

Date _____

For Departmental Use Only:

Action Requested:

☐ Review Only
☐ Copies Requested

Action Taken:

☐ Document Reviewed
☐ Copies Provided
☐ Refusal/Reason _____

By _____ Date _____

☐ Non-Existent Document
☐ Other (Please Explain) _____

For City Clerk's Use Only:

Date Requestor Notified _____ Notified By: _____ Date Picked Up or Mailed _____



12917 Fitzwater Drive • Nokesville, VA 20181
571-229-9258 office 571-229-9260 fax

OPEN RECORDS REQUEST

December 7, 2016

Hermosa Beach, CA - Finance Director
Attn: Ms. Viki Copeland

Edge Point Contracting, Inc. hereby requests a copy of the following in electronic format and/or whatever format exists:

1. An accounting of all uncashed checks/warrants (checks that have been issued by your government agency and remain outstanding) for six (6) months or more as of the date of this letter. Please only include items that can still be claimed by the payee and have not been escheated to the state.

- Please include the payee name, date, amount and check number.
- If it is less time consuming and more cost effective, please only provide amounts which equal \$1,000.00 or more
- If possible, please include the last known address of the payee.

2. An accounting of any unclaimed funds which have not been escheated to the state.

- Please include the payee name, date, amount, and any additional information if available.
- If it is less time consuming and more cost effective, please only provide amounts which equal \$1,000.00 or more
- If possible, please include the last known address of the payee.

Edge Point is prepared to pay for all necessary expenses up to \$50.00. Please notify our office if the labor and materials exceed this amount.

Sincerely,

Darren Council
dcouncil@edgepoint.biz